

Secretary of State

1995 Annual Report



From the Office of
Arizona's Secretary of State:

Jane Dee Hull

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JANE DEE HULL
SECRETARY OF STATE
STATE OF ARIZONA

The past year has been an exciting first year in office, a year filled with challenges, change, progress and people.

This report is aimed at providing you with an overview of 1995 from the Office of the Secretary of State. It emphasizes the achievements and activities of the office from July, 1994 and continuing through June, 1995.

When taking a tour of the Secretary of State's Office through this Annual Report, it is imperative to note that during Fiscal Year 1995 the office of Secretary of State was divided into two independent administrations. The year began with the administration of Richard D. Mahoney and my administration followed for the subsequent half. Therefore, the information provided in this report, primarily consists of compilations from my staff.

The Secretary of State's Office is arranged into four departments, Administration, Business Services, Election Services, and Public Services. Along with these four departments, the Data Processing Division is also an important part of the Secretary of State's Office. In this report, each department has listed information pertinent to its functioning as well as its own mission statement and program description.

Our office has come a long way during the past year. With the changing of administrations, came some challenges along with some new faces. Overall, we've come to be a team, working together to do a good job for you, the people of Arizona.

Although this report is a look at the past, this office is anticipating the future and its many challenges.

Sincerely,

Jane Dee Hull
Secretary of State

MISSION STATEMENT

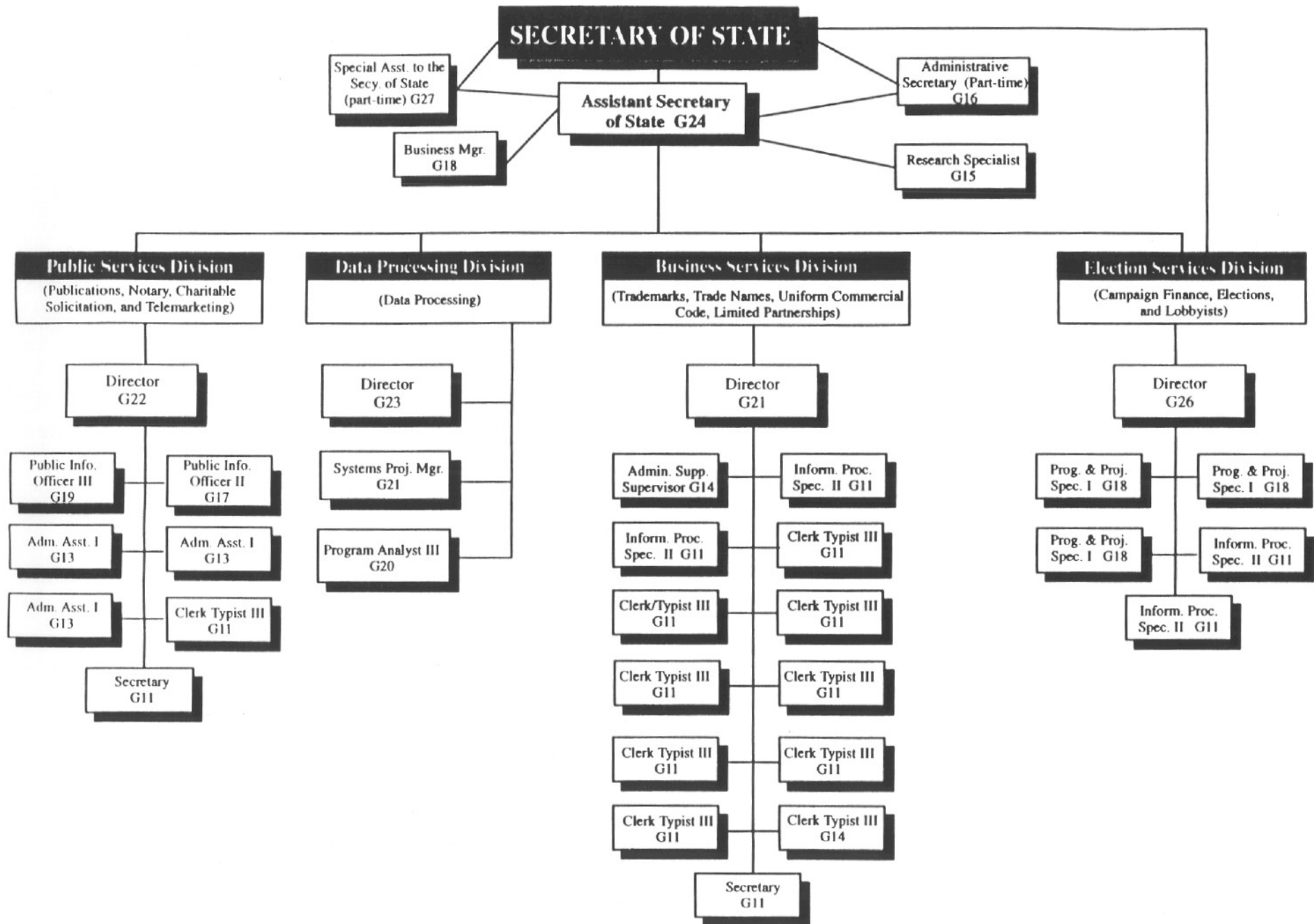
The mission of the Office of the Secretary of State is to carry out its constitutional and statutory mandates which are to receive and record filings from governmental bodies and the general public; to provide election services to counties and candidates for office; to register and certify business transactions; to publish the official acts of the State of Arizona including its chapter laws, rules and regulations; to appoint notaries public and to carry out these mandates in a manner compatible with the requirements and expectations of the constituencies the office serves.

ORGANIZATION'S DESCRIPTION

The Department of State was created by the constitution and is headed by a publicly elected Secretary of State, who serves as Acting Governor in the absence of the Governor and succeeds the Governor should a vacancy occur. The Secretary of State is the keeper of the Great Seal of the State of Arizona.

The Secretary of State's Office receives and records various filings, including Uniform Commercial Code transactions, trademark and trade name registrations, limited partnership and limited liability partnership filings; administers election functions, including canvass and certification of state-wide elections, registration of lobbyists and acceptance of periodic lobbyist filings, and campaign finance filings; publishes all official acts of the State of Arizona including laws, the Arizona Administrative Code and the Arizona Register, appoints notaries public and applies apostilles to all international transactions.

DEPARTMENT OF STATE ORGANIZATION CHART



ADMINISTRATION

MISSION STATEMENT:

To provide guidance, leadership and support to the staff of the Secretary of State's Office.

DEPARTMENT DESCRIPTION:

The administration anticipates the increasing expectations of the public, candidates, elected officials, media and business community in order to provide timely and efficient filing and retrieval of information through advanced automation.

In addition to the above, the Secretary of State's Office is responsible for maintaining a record of the Official Acts of the Governor during the year, and to account for the Official Acts of the Secretary of State, including issuance and attachment of the Great Seal of Arizona to documents that are filed. The Secretary of State's Office keeps documentation of filings and registrations made within its divisions, as well. Throughout this report, these figures will be tabulated where appropriate.

The Administration Division of the Secretary of State's Office recorded, filed or prepared:

- ◆ 445 Extraditions
- ◆ 41 Eagle Scout Certificates
- ◆ 65 Community Service Certificates
- ◆ 11 Grants of permission to use State Seal

The Administration Division of the Secretary of State's Office has kept record of the following actions of the Governor:

- ◆ 300 Bills signed into law during the 1st Regular Session of the 42nd Legislature
- ◆ 0 Traditional Commutations of Sentences
- ◆ 0 Pardons
- ◆ 420 Proclamations
- ◆ 20 Executive Orders
- ◆ 751 Executive Appointments

BUSINESS SERVICES

MISSION STATEMENT:

To support and protect the business community through essential filings.

DEPARTMENT DESCRIPTION:

The Business Services Division exists to accept registration of Trade Names, Trademarks, Limited Liability Partnerships, Foreign Limited Partnerships, and to perfect UCC filings in an efficient and timely manner.

The Business Services Division of the Secretary of State's Office has kept record of the Great Seal being attached to:

- 894 Certificates of Limited Partnership --- Domestic
- 339 Certificates of Limited Partnership --- Foreign

The Business Services Division of the Secretary of State's Office has filed:

- 4,577 Intergovernmental Agreements
- 51,789 Uniform Commercial Code transactions
- 52 Public Meeting Notices

The Business Services Division of the Secretary of State's Office has registered:

- 3,900 Trademarks
- 208 Renewal of Trademarks
- 143 Assignments of Trademarks
- 17,116 Trade Names
- 2,808 Renewal of Trade Names
- 624 Assignments of Trade Names

ELECTION SERVICES

MISSION STATEMENT:

The mission of Election Services is to provide professional, courteous service in the administration of campaign finance and lobbyist laws; candidate and ballot filings; training and certification of county recorders and election officials; review and certification of election equipment used by the counties; logic and accuracy tests prior to each election on counties' vote counting devices; and retrieval of filings for the public upon request.

DEPARTMENT DESCRIPTION:

The Election Services Division complies with its statutory mandates by registering principals, public bodies and their lobbyists and accepting the required filings; accepting campaign finance filings of candidates and other political committees; receiving nomination petitions from candidates and certifying them for the ballot; canvassing and certifying statewide election results; testing logic and accuracy of counties' election equipment; and training and certifying county election officials. All filings and data mentioned above are available to the public.

During Fiscal Year 1995, the Election Services Division of the Secretary of State's Office filed:

- * 300 Financial Disclosure Statements filed by public officers and judges
- * 1,632 Candidate Campaign Finance Reports
- * 2,730 Non-Candidate Political Committee Campaign Finance Reports
- * 436 Amendments to Campaign Finance Reports
- * 766 Statement of Organization for Political Committees
- * 419 Amendments to Statement of Organization

- * 2,230 Candidate and Non-Candidate Political Committee Campaign Finance Reports filed under the provisions of the Federal Election Campaign Act
- * 752 Lobbyist Registrations
- * 2,508 Lobbyist Quarterly Expenditure Report or Exemption
- * 1,327 Principal and Public Body Registrations
- * 1,308 Principal and Public Body Annual Reports

NATIONAL VOTER REGISTRATION ACT

Pursuant to Arizona Revised Statutes §16-141, "The **SECRETARY OF STATE** or the secretary's designee is the chief state election officer who is responsible for coordination of state responsibilities under the national voter registration act of 1993 (P.L. 103-31; 107 Stat. 77; 42 United States Code section 394)."

On January 1, 1995, the National Voter Registration Act was implemented in Arizona. The purpose of the Act was to allow the public easy opportunity to register to vote. Provisions under the Act include the following:

- * Continuing availability of registration forms at Motor Vehicle Department driver's license offices.
- * Mandated availability of registration forms at Public Assistance Agencies. Each agency encourages its clients to register and completes declination forms for those who opt not to register or for those who have already registered.

1994 ELECTIONS

The Secretary of State's Office managed two statewide elections during Fiscal Year 1995. A Primary Election was held on September 13, 1994 and a General Election was held on November 8, 1994. The Secretary of State's Office is responsible for the official state canvass which provides a breakdown of statistics from the elections, including voter registration figures, voter turnout and election results.

Primary Election Results:

- * 2,053,470 Total Voter Registration
- * 586,940 Total Ballots Cast
- * 28.58% Total Voter Turnout

General Election Results

- * 2,075,322 Total Voter Registration
- * 1,153,724 Total Ballots Cast
- * 55.59% Total Voter Turnout

1994 ELECTION RESULTS

FEDERAL OFFICES

United States Senator

- * *Jon Kyl (R)*

United States Representative in Congress, District 1

- * *Matt Salmon (R)*

United States Representative in Congress, District 2

- * *Ed Pastor (D)*

United States Representative in Congress, District 3

- * *Bob Stump (R)*

United States Representative in Congress, District 4

- * *John Shadegg (R)*

United States Representative in Congress, District 5

- * *Jim Kolbe (R)*

United States Representative in Congress, District 6

- * *J.D. Hayworth (R)*

STATE OFFICES

Governor

- * *Fife Symington (R)*

Secretary of State

- * *Jane Dee Hull (R)*

Attorney General

- * *Grant Woods (R)*

State Treasurer

- * *Tony West (R)*

Superintendent of Public Instruction

- * *Lisa Graham (R)*

State Mine Inspector

- * *Douglas K. Martin (R)*

Corporation Commission

- * *Carl J. Kunasek (R)*

PUBLIC SERVICES

MISSION STATEMENT:

To provide public information, process applications, file agency rules and publish the Arizona Administrative Code and the Arizona Administrative Register, publish statutorily mandated and other informational publications and documents in serving the public efficiently and professionally.

DEPARTMENT DESCRIPTION:

The Public Services Division files and publishes quarterly the rules of the state's agencies in the *Arizona Administrative Code* and the weekly *Arizona Administrative Register*; publishes most of the documents for the Office of the Secretary of State including the state constitution, the residential and the mobile home residential landlord and tenant acts, the *Arizona Notary Public Handbook*, the legislative directory, the *Arizona Blue Book*, and numerous other documents, pamphlets, booklets, etc.; reproduces for public distribution the chapter laws as passed by the legislature and signed by the Governor; files the notices of the Governor's appointments to the state's boards and commissions; commissions notaries public for the state; certifies notarizations, rules, and laws; and registers charities, telemarketers, and fund raisers for charities.

The Public Services Division of the Secretary of State's Office has issued and affixed the Great Seal of Arizona to:

- 18,000 Certificates of Notary Public Appointments
- 1,440 Certificates of Apostilles/Authentication for Notaries Public

The Public Services Division of the Secretary of State's Office has registered:

- 4 Telephone Solicitors
- 700 Charities
- 45 Contracted Fund Raisers

The Public Services Division of the Secretary of State's Office filed:

- 2 House Resolutions
- 6 House Concurrent Resolutions
- 3 House Concurrent Memorials
- 1 House Memorial
- 1 House Joint Memorial
- 3 Senate Resolutions
- 2 Senate Concurrent Memorials
- 1 Senate Joint Resolution

During Fiscal Year 1995, the Public Services Division of the Secretary of State's Office has recorded the following Rules Activity between July 1994 and December 1994:

- 62 Terminated Rules
- 36 Rejected Rules
- 3 Emergency Rules
- 451 Permanent Rules

The Public Services Division of the Secretary of State's Office recorded the following:

- 3,193 Rules and Related Activity between January 1995 and June 1995

DATA PROCESSING DIVISION

MISSION STATEMENT:

The Data Processing Division has the mission to develop and maintain the most effective information processing systems possible in support of the functions of the Secretary of State's Office.

DEPARTMENT DESCRIPTION:

The Data Processing Division works as a support system for the other departments within the Secretary of State's Office. Improvement of data processing and access to information technology systems are continuing efforts within the department. The department is responsible with updating the office's use of new technology as well as maintaining technological expertise and efficiency.

During Fiscal Year 1995, the General Election of '94 brought about the implementation of a statewide reporting system for display of results. Logic and Accuracy systems were established within all fifteen counties in order to test the ballot counting measures for the election.

The Data Processing Division also felt an impact with the implementation of the National Voter Registration Act. The division worked with ADOT, the public assistance agencies and the fifteen counties throughout the implementation process to ensure its effectiveness .

A new optical disk imaging system was established in the UCC department with the intention of developing a network within the Secretary of State's Office for information processing needs. The main provision being to establish uniformity within the system.

The Office of the Secretary of State

Fiscal Year 1995
Budget Summary

Lump Sum Appropriation	1,235,300.00
Administration Chapter 363	275,100.00
Rules (Publications)	184,500.00
Prop 200	164,200.00
Run-Off Election	106,700.00
Election Department, PPE Allotment	1,679,200.00

TOTAL APPROPRIATED FUNDS	3,645,000.00
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EXPENDITURE DETAIL:

Full Time Employees	28
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Personal Services	686,900.00
Employees Related Expenditures	157,000.00
Professional and Outside Services	3,700.00
Travel, In State	0.00
Travel, Out of State	1,900.00
Food	0.00
Other Operating Expenditures	381,700.00
Capitalized Equipment	4,100.00

Below -the Line

Administrative Procedures	275,100.00
Rules	184,500.00
Prop 200	164,200.00
Elections	1,679,200.00
'91 Run-Off	106,700.00

TOTAL EXPENDITURES - APPROPRIATED FUNDS	3,645,000.00
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FUNDING SOURCES:

General Fund	3,645,000.00
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AGENCY SUMMARY - ALL FUNDS	3,645,000.00
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